

## Booking Form for Wokingham Winter Carnival 24/11/2019

Name: .....

Address: .....

Postcode: ..... Organisation: .....

E-Mail address: .....

Telephone number: ..... Mobile number: .....

**All pitches are areas marked on the ground from which you can trade, no cover or facilities are provided**

Type of Stall to go onto 3mx3m pitch	Notes	<u>Market Place</u> Cost per pitch	Pitches required	<u>Other Areas</u> Cost per pitch	Pitches required
Charity/ fund raising (Charity no. ....)		£40	Sold Out	£35	
Local handcrafts	3	£55	Sold Out	£45	
Trade non-food sales	1,2	£85	Sold Out	£70	
Trade catering food sales	2	£120 for 3mx3m £190 for 3mx6m	Sold Out	£110 for 3mx3m £180 for 3mx6m	Sold Out

Location preferences/other requests .....

- NOTE:- 1) **For Trade non-food pitches, the price will be reduced by £10, if the application and payment is received before 1st August 2019.**
- 2) **Members of The Showman's Guild should book in via Mr G Horsley on 07930 648858.**
- 3) **Local handcrafts must come from a 10 mile radius of Wokingham centre**

Please describe the nature of your stall, including the goods to be sold (to minimise overlaps)

.....  
Please indicate here whether you intend to sell alcohol OR to give alcohol as part of a prize or promotion. (The event has a licence that covers stallholders)

Yes/No

Signed: ..... Date: .....

Print Name: .....

**In signing you are agreeing that you have read, understood and accept the enclosed Terms and Conditions of Booking.**

Emails to:- [Wokingham.carnival@gmail.com](mailto:Wokingham.carnival@gmail.com)

Please send your completed booking form to WWC Stalls Organiser, c/o 59 Arthur Road, Wokingham, Berks, RG41 2SS, together with your correct payment and a **stamped, self-addressed envelope**.

**Cheques payable to 'Wokingham Winter Carnival' please.**

In the event your application is unsuccessful your payment will be returned.

***Please note: A copy of you Public Liability Insurance must be sent to the Pitch Organiser at least 3 weeks before the event, or trading will not be allowed. (No refund will be given in this case)***

## Wokingham Winter Carnival - Terms and Conditions of Booking

The 'Organiser' is the Wokingham Winter Carnival Committee. The 'Event Day' is **Sunday 24<sup>th</sup> November 2019** from **11.00 to 17.30**. The 'Stallholder' is the individual and/or the Organisation named on the Application and Booking Form, who takes on an uncovered pitch.

### 1. General

- 1.1 **All pitches are defined as an identifiable 3mx3m (maximum) area in the Town, with no cover or facilities, from which a stallholder can trade.** All pitches are allocated on a first come basis and the decision of the Organiser in all matters is final.
- 1.2 **Market place pitches are those shown on the attached map**
- 1.3 **All application forms should be sent, completed and signed, to the notified contact address together with your full payment. Cheques should be forwarded and made payable to Wokingham Winter Carnival".**
- 1.4 To receive the Trade early booking discount rate, application and payment must be received by the 1st August 2019.

### 2. Stallholders Responsibility

- 2.1 **All Stallholders must have appropriate Public Liability insurance covering their activity on the day.** A copy of your insurance certificate must be displayed on your stall on the Event Day and a copy must be sent to the pitch organiser at least 3 weeks before the event, email is acceptable for this.
- 2.2 It is the responsibility of the Stallholder to provide all tents, tables, chairs or other furniture as may be required as well as provide power if needed. **There will be no on-site power. Generators must be diesel powered.**
- 2.3 For safety reasons all Stallholders must ensure that their stalls are set up by the advertised starting time and must not be cleared away until the advertised finish time. During the event day, no vehicular movement into, out of or within the Carnival areas will be allowed between the start and finish times. Once vehicles have been unloaded, they **MUST** be removed from the stalls area.
- 2.4 All Stallholders are responsible for clearing away and removing all rubbish generated by their stall and in the surrounding vicinity of their stall.
- 2.5 Any damage whatsoever and howsoever caused by the Stallholder on the Event Day must be rectified by the Stallholder at the Stallholders sole cost.
- 2.6 The Stallholder may not assign their allocated location to another trader or organisation unless agreed by the Organiser in advance.
- 2.7 It is the responsibility of the Stallholder and implicit to this agreement that all Licences and Permits required by the Stallholder in order to operate their stall on the Event Day are obtained prior to the Carnival event. Copies of the relevant Licences and Permits should be available for inspection on the day. *Please note it is an offence to sell, or donate as a prize, alcohol to anyone under the age of 18.*
- 2.8 All Stallholders must undertake a risk assessment of their own stall to identify and minimise risks and should be in full compliance of current Health and Safety and food standards legislation. **IF** your stall involves heating, lighting, food preparation, any type of machinery including generators, animals or inflammable materials, or activities where there is a possible risk of injury to members of the public, then a copy of your risk assessment must be sent to the pitch organiser 3 weeks before the event. Email is an acceptable means of communication.
- 2.9 The Stallholders agree that their names, addresses and booking details will be held on file for the purpose of administering the Wokingham Winter Carnival and Wokingham May Fayre, but will not be passed on to anyone else.
- 2.10 Any generator used by the Stallholder must be of the silent type and have been maintained in accordance with the manufacturer's guidance. They must be positioned so that, in the opinion of the Organiser, it does not present a danger or a nuisance to the public. A suitable working fire extinguisher must be provided.

2.11 Once a stall has been erected it cannot be dismantled until 5.30pm or after the carnival procession has passed, whichever is the later.

3. Cancellation of Booking

Cancellations will only be accepted in writing. If cancellations are made at least one month prior to the Event Day then 50% of the stall fee will be returned; if cancellations are made less than one month prior to the Event Day regrettably no refunds will be made.

4. Governing Law

This agreement shall be governed by and construed in accordance with the laws of England and Wales.

## Carnival site map – the Centre of Wokingham

Pitches are located across all the roads below and cover the whole of the centre of Wokingham

Pitches in the Market Place area are premium priced due to their central location

